

ADDENDUM

Position Title: Site Manager, Nutrition Congregate Meals Department: Nutrition	Class Code:	Position Level: 5
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ADDITIONAL KEY RESPONSIBILITIES

1. *Overall responsibility for the management and sanitary, safe, and effective operation of the Nutrition Site.
2. *Promote positive client interaction and encourage activities, special programs, and functions.
3. *Ensure that the facility is kept in a safe and sanitary condition.
4. Plan, organize, and supervise special events.
5. Participate in Quarterly Meal Site Checklist Reviews with Sr. Administrator.
6. Responsible for compliance with annual Sanitation Surveys.
7. *Responsible for ensuring that all required paperwork for congregate meals is prepared correctly and legible and submitted to the Nutrition Office on time.
8. Work closely with Sr. Administrator to convey any client concerns and comments. Responsible for reporting any unusual incidents.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____